

CONGRESS OF THE UNITED STATES
AND NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
CHARTER OF THE
ADVISORY COMMITTEE ON THE RECORDS OF CONGRESS

1. **Official Designation.** The name of this advisory committee shall be the Advisory Committee on the Records of Congress.
2. **Authority.** The Advisory Committee on the Records of Congress was established under the authority of Public Law 101-509 (November 5, 1990) to advise Congress and the Archivist of the United States on the management and preservation of the records of Congress. The Committee is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), and 44 U.S.C. Chapter 27.
3. **Objectives and Scope.** The Committee shall review the management and preservation of the records of the United States Congress and report to and advise the Congress and the Archivist of the United States on such management and preservation.
4. **Duties.** The Committee shall perform the functions set forth in 44 U.S.C. § 2703.
5. **Official to Whom the Committee Reports.** The Committee shall report to Congress and the Archivist of the United States.
6. **Support.** The National Archives and Records Administration (NARA) shall provide the Committee with administrative services, facilities, staff, and other support services necessary for the performance of its functions. The Committee may also seek additional support as described in 44 U.S.C. § 2704 and § 2706.
7. **Estimated Annual Operating Costs and Staff Hours.** The estimated annual operating costs of the Committee are \$38,000. Staff support provided by NARA is estimated to be .3 FTE
8. **Designated Federal Officer (DFO).** The DFO is a full-time salaried employee of NARA and will perform the duties set forth in section 10 (e) of the Federal Advisory Committee Act, to include ensuring administrative and staff support to the Committee.
9. **Estimated Number and Frequency of Meetings.** The Committee shall meet semi-annually or at the call of a majority of its members.
10. **Duration.** The Committee shall be of permanent duration.

11. **Termination.** The Charter shall be eligible for renewal every two years.
12. **Membership and Designation.** The Committee shall consist of eleven members including the Secretary of the Senate, the Clerk of the House of Representatives, the Archivist of the United States, the Historian of the Senate, the Historian of the House of Representatives, and six members of whom one shall be appointed by each of the following: the Speaker of the House of Representatives, the Minority Leader of the House of Representatives, the Majority Leader of the Senate, the Minority Leader of the Senate, the Secretary of the Senate, and the Clerk of the House of Representatives. Each appointed member shall have knowledge or expertise in United States history, archival management, publishing, library science, or use of legislative records. The Clerk of the House and the Secretary of the Senate shall alternate serving as Chair for a term of two years.
13. **Subcommittees.** The Committee may establish subcommittees as necessary to support the functions of the full Committee. Any subcommittees established must report back to the parent committee and must not provide advice or work products directly to the agency.
14. **Recordkeeping.** The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with the General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

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